



The City College of New York

160 Convent Ave, New York, NY 10031 · (212)-650-7226

Hourly Employee Bi-Weekly Timesheet Submission Schedule

For represented for Part-time staff (Non-Teaching Adjuncts, College Assistants, Student Aides and IT Hourly)

	Pay Period	Timesheets Due in Timekeeping System	Check Date
1	02/25/2024 - 03/09/2024	Monday, March 11, 2024	4/4/2024
2	03/10/2024 - 03/23/2024	Monday, March 25, 2024	4/18/2024
3	03/24/2024 - 04/06/2024	Monday, April 8, 2024	5/2/2024
4	04/07/2024 - 04/20/2024	Monday, April 22, 2024	5/16/2024
5	04/21/2024 - 05/04/2024	Monday, May 6, 2024	5/30/2024
6	05/05/2024 - 05/18/2024	Monday, May 20, 2024	6/13/2024
7	05/19/2024 - 06/01/2024	Monday, June 3, 2024	6/27/2024
8	06/02/2024 - 06/15/2024	Monday, June 17, 2024	7/11/2024
9	06/16/2024 - 06/29/2024	Monday, July 1, 2024	7/25/2024
10	06/30/2024 - 07/13/2024	Monday, July 15, 2024	8/8/2024
11	07/14/2024 - 07/27/2024	Monday, July 29, 2024	8/22/2024
12	07/28/2024 - 08/10/2024	Monday, August 12, 2024	9/5/2024
13	08/11/2024 - 08/24/2024	Monday, August 26, 2024	9/19/2024
14	08/25/2024 - 09/07/2024	Monday, September 9, 2024	10/3/2024
15	09/08/2024 - 09/21/2024	Monday, September 23, 2024	10/17/2024
16	09/22/2024 - 10/05/2024	Monday, October 7, 2024	10/31/2024
17	10/06/2024 - 10/19/2024	Monday, October 21, 2024	11/14/2024
18	10/20/2024 - 11/02/2024	Monday, November 4, 2024	11/28/2024
19	11/03/2024 - 11/16/2024	Monday, November 18, 2024	12/12/2024
20	11/17/2024 - 11/30/2024	Monday, December 2, 2024	12/26/2024
21	12/01/2024 - 12/14/2024	Monday, December 16, 2024	1/9/2025
22	12/15/2024 - 12/28/2024	Monday, December 30, 2024	1/23/2025
23	12/29/2024 - 01/11/2025	Monday, January 13, 2025	2/6/2025
24	01/12/2025 - 01/25/2025	Monday, January 27, 2025	2/20/2025
25	01/26/2025 - 02/08/2025	Monday, February 10, 2025	3/6/2025
26	02/09/2025 - 02/22/2025	Monday, February 24, 2025	3/20/2025
27	02/23/2025 - 03/08/2025	Monday, March 10, 2025	4/3/2025

*Bolted dates subject to change according to the CUNY Summer workweek plan or holiday calendar.